



COUNTY OF LOS ANGELES CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

SALLY R. REED
CHIEF ADMINISTRATIVE OFFICER

March 10, 1995

To: All Department Heads
County Commissions
County Advisory Boards

From: Sally R. Reed
Chief Administrative Officer

Subject: **ONGOING PROCEDURES FOR DEVELOPMENT AND REPRESENTATION
OF COUNTY'S POLICY AND LEGISLATIVE POSITIONS**

During the last several months, the realignment of political priorities at the State and Federal levels of government has created a sense of new expectations, especially in the legislative arena. As the County responds to shifting priorities and is called upon to provide input in various forums, it is important to keep in mind existing Board policy regarding: 1) the development of legislative recommendations submitted to the Board by departments, commissions, and advisory boards; and 2) the representation of the County's policies and positions on State and Federal bills and other intergovernmental matters of interest to the County. These policies must be observed to effectively coordinate and represent the County's interests.

Development of Legislative Recommendations

In keeping with established procedures, County departments are to continue working with the Chief Administrative Office (CAO) in developing legislative policies and analyzing bills on key State or Federal measures having significant fiscal or operational impact on the County. Departments are also to continue working with the CAO in preparing policy and bill position letters and other communications which convey the County's interests.

Further, commissions and advisory boards are to continue notifying the CAO regarding legislative policies or bills on which they plan to recommend a County position. The CAO will prepare an analysis including a recommended position which will then be forwarded to the referring commission or advisory body for inclusion in their recommendation to the Board. This will provide the Board the opportunity to review a commission's or advisory board's legislative recommendations with the CAO's analysis prior to consideration of the recommendation.

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Representing County Policy or Bill Positions

County officials may represent the County's interests in Sacramento and Washington, D.C. based on approved County legislative policies and bill positions.

Further, it is important to advise the Board and CAO on plans to attend meetings and hearings prior to the events, and that a copy of the testimony should also be provided. The CAO will then contact the County's Sacramento or Washington, D.C. representatives, which will ensure that the County's representation efforts are coordinated.

I very much appreciate your continued cooperation in this matter. If you have any questions or need additional information on these procedures, please call Dave Estrada at (213) 974-1489.

SRR:GK
DE:jsl

c: Each Supervisor